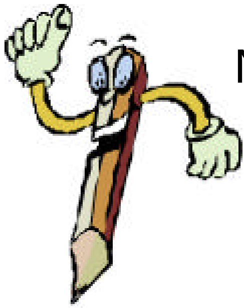
TOPIC 5: REQUESTING & ADJUSTING LEAVE

The purpose of this topic is to present the steps necessary for employees to request leave. It also discusses procedures required for timekeepers to adjust leave balances in the SAM II HR/Payroll System.

At the end of this topic, you will be able to:

- Describe the steps required to request leave
- Enter the appropriate information for requesting leave
- Adjust leave accrual manually



NOTES

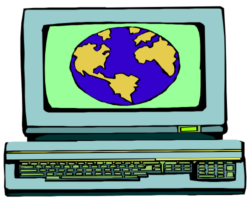
REQUESTING AND ADJUSTING LEAVE

Like recording time and attendance information, requesting and adjusting leave will occur on-line in the SAM II HR/Payroll System. You will learn the procedures used to request leave and maintain accurate leave accrual balances in the SAM II HR/Payroll System.

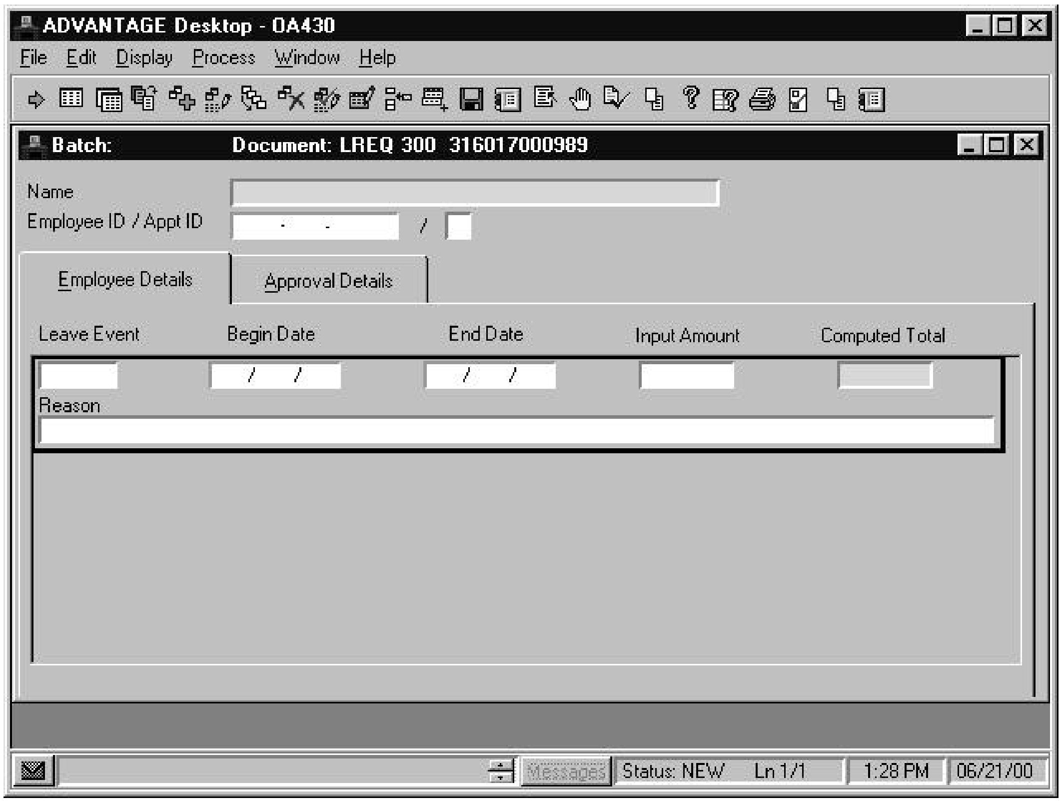
The Employee Leave Request (LREQ) document allows employees to submit a request for a specific type of leave for a particular length of time. The LREQ automatically generates leave events on CITS and CREW timesheets. **Note:** If an agency wishes to use LREQ to generate leave events on CITS and CREW timesheets, the agency must inform the Office of Administration of that decision, as certain system options must be set accordingly.

The Employee Leave Request (LREQ) document may be used at the agency's discretion. Agencies may use their own forms and procedures for internal processing of leave requests.

The Automatic Leave Accrual (AACC) document is created when leave is accrued automatically during each pay cycle. If a policy and leave event is not set up to accrue leave automatically, you must manually accrue leave. The Leave Accrual (LEAV) document allows you to manually accrue leave for employees. Leave usage cannot be entered on a LEAV document. It must be entered on a CPER, CITS, CREW or PPER.



EMPLOYEE LEAVE REQUEST (LREQ)

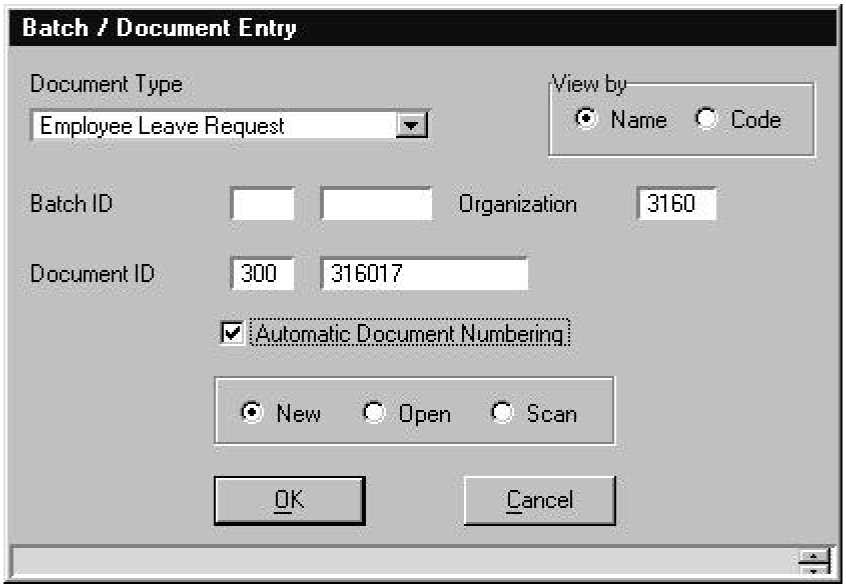


NOTES

SCENARIO

An exception paid employee would like to request annual leave for three days using the Employee Leave Request (LREQ) document.

EMPLOYEE LEAVE REQUEST (LREQ)



NOTES

EMPLOYEE LEAVE REQUEST (LREQ)

Let's complete a LREQ to request three days of annual leave. Opening the LREQ document is similar to opening a CPER or PPER. A Batch Document Entry Screen will appear.

Step 1 To open a LREQ from the SAM II Desktop Navigator window, click on the Go To icon. Type **LREQ** in the **CODE** column header and click the **<OPEN>** button.

The Batch/Document Entry window appears with Employee Leave Request selected in the Document Type field.

Step 2 Populate the following fields on the Batch/Document Entry window.

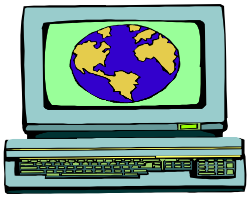
ORGANIZATION – SEE STUDENT CARD.

DOCUMENT ID – Enter the agency code and document number prefix. **SEE STUDENT CARD**.

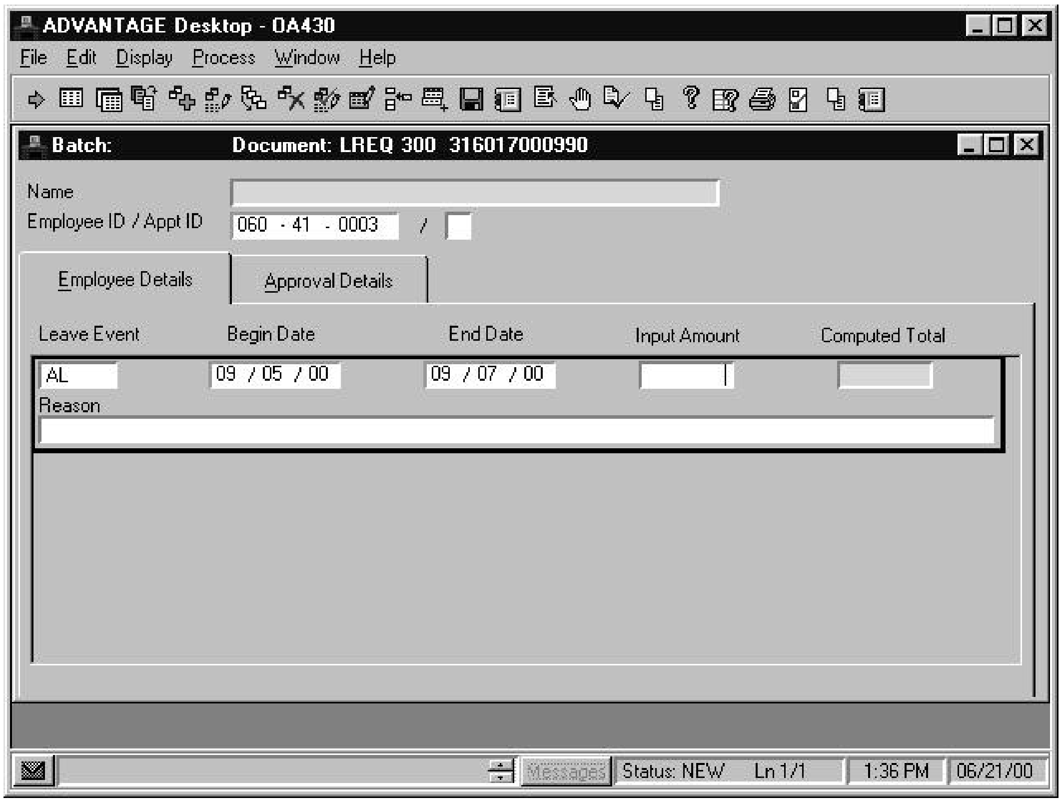
AUTOMATIC DOCUMENT NUMBERING – CHECK BOX.

Step 3 Click the **<OK>** button.

Once you select the OK button, an LREQ document will open.



EMPLOYEE LEAVE REQUEST (LREQ)



NOTES

EMPLOYEE LEAVE REQUEST (LREQ)

Step 4 Populate the fields on the header section of the LREQ.

EMPLOYEE ID - Required. Enter the employee's ID number. **SEE STUDENT CARD**.

APPT ID - Conditional. This field requires input only if the employee is working in multiple positions concurrently. If processing a primary appointment, leave this field blank. If processing a secondary appointment, a character must be entered.

EMPLOYEE DETAILS

The Employee Details panel allows the user to enter the leave event type, the date(s) for which the leave is requested, the leave amount and the (optional) reason why the employee is requesting leave.

Step 5 Populate the fields on the Employee Details panel of the LREQ.

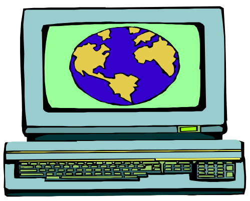
LEAVE EVENT - Required. Enter the appropriate leave usage event code. Refer to the Event Type (EVNT) window for valid codes. Only leave usage events are allowed on the LREQ document. If an event type that is not a leave usage event is entered, an error message will be issued when the user edits the LREQ. Type **AL**.

BEGIN DATE - Required. Enter the date on which the leave will start. The date entered must be a workday listed on the Work Day Schedule Table (WDAY) for the employee. **SEE STUDENT CARD**.

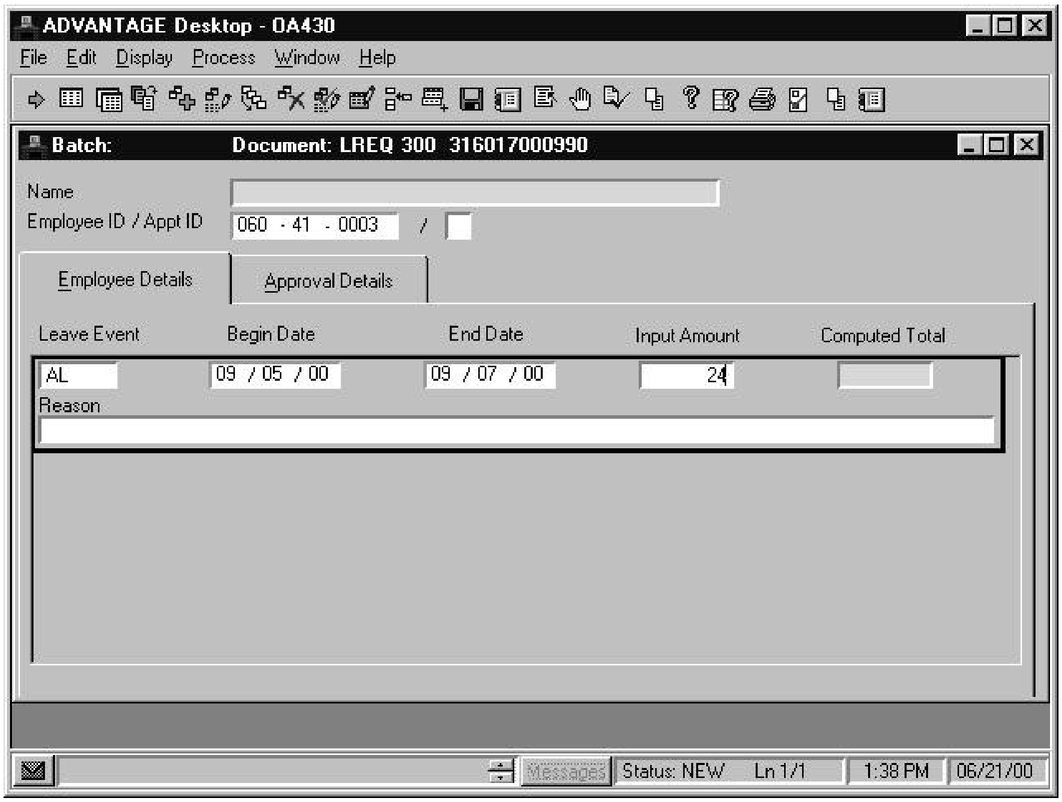
END DATE - Conditional. Enter the date on which the leave ends. If left blank, the End Date will default to the Begin Date. **SEE STUDENT CARD**.

Note: If the leave requested spans multiple days, you may use the Begin and End Date fields to enter all the days requested. However, the Amount entered must be equal to the full number of regularly scheduled hours during the period specified. If your agency is using the LREQ to write data to generated CITS and CREW documents, a separate line will be created for each day requested.

For example, if an employee requests to have June 13th through June 15th off, the Begin Date would be 06/13/00 and the End Date would be 06/15/00. The Amount would be 24. If the same employee was already scheduled to have the 14th off, the Begin and End Dates would not change, but the Amount would be 16. If an employee requests a partial day leave (4 hours, for example), this must be entered on a separate line.



EMPLOYEE LEAVE REQUEST (LREQ)



NOTES

EMPLOYEE LEAVE REQUEST (LREQ)

Step 5 Continue to populate the fields on the Employee Details panel of the LREQ.

INPUT AMOUNT - Required. Enter the leave amount in hours, days, or weeks. The Leave Input Units field on the EVNT window defines how amounts are measured for each event value. If an amount is negative, enter a minus (-) sign in the first character of the field. If the input amount is in time, the entry must be in hours and minutes and the incremental amount must be 0.15. All input amounts must be in increments of 15 minutes (i.e. 1.15 for 1¼ hour; 1.30 for 1½ hour; and 1.45 for 1¾ hour—a value of 1.20 or 1.43 is not valid). Type **24**.

The input amount may not be negative if a prior request for the same day has not already been processed. A negative amount may be entered only if the user is adjusting a previous leave request.

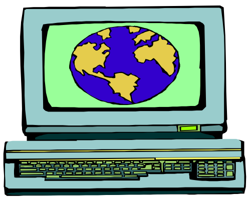
The user cannot request a leave amount that is greater than the standard daily work hours (defined by the employee's pay class) for one workday. The user may request a leave amount that is equal or less than the standard daily work hours. Once a leave request amount is equal to the standard daily hours, the user may only enter another leave request for the same day if the input is negative.

Likewise, if a leave request spans more than one day, the input amount must be a multiple of the employee's standard daily work hours. For example, if a user's standard daily work hours are 8 hours per day, and this user is requesting leave for 3 days, the input amount must be 24 hours.

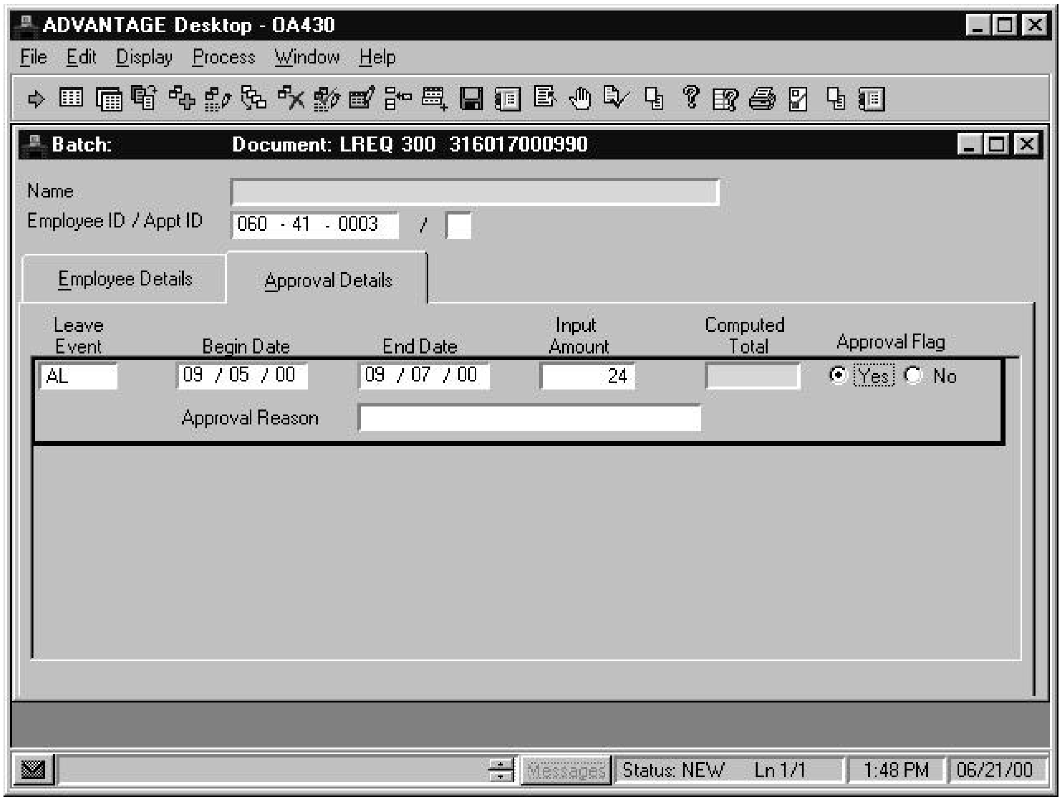
A user may enter partial leave on one day, if the Begin Date and End Date for the event is the same date. For example, if a user would like to take 4 hours off on 7/01/00 and 2 days off for 7/02/00 and 7/03/00, the leave request would have 2 separate document lines. On the first line, the user would enter the Begin and End Date as 7/01/00 and the Input Amount and 4. On the second line, the user would enter the Begin Date as 7/02/00, the End Date as 7/03/00, and the Input Amount as 16 (assuming the employee's work schedule is set up for 8-hour workdays).

COMPUTED TOTAL - Inferred. This field displays the system-generated total. This field must equal the document input amount.

REASON - Optional. Enter the reason why the employee is taking the specified leave.



EMPLOYEE LEAVE REQUEST (LREQ)



NOTES

EMPLOYEE LEAVE REQUEST (LREQ)

APPROVAL DETAILS

The Approval Details panel allows a supervisor to approve or deny the leave request. In addition, an Approval Reason field is provided to specify a reason for the approval or denial.

Step 6 Populate the fields on the Approval Details panel of the LREQ.

LEAVE EVENT - Inferred. Enter the appropriate leave usage event code. Refer to the Event Type (EVNT) window for valid codes. Only leave usage events are allowed on the LREQ document. If an event type that is not a leave usage event is entered, an error message will be issued when the user edits the LREQ.

BEGIN DATE - Inferred. Enter the date on which the leave will start. The date entered must be a workday listed on the Work Day Schedule Table (WDAY) for the employee.

END DATE - Inferred. Enter the date on which the leave ends. If left blank, the End Date will default to the Begin Date.

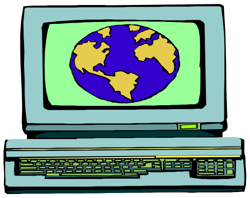
INPUT AMOUNT - Inferred. Enter the leave amount in hours, days, or weeks.

COMPUTED TOTAL - Inferred. This field displays the system-generated total. This field must equal the document input amount.

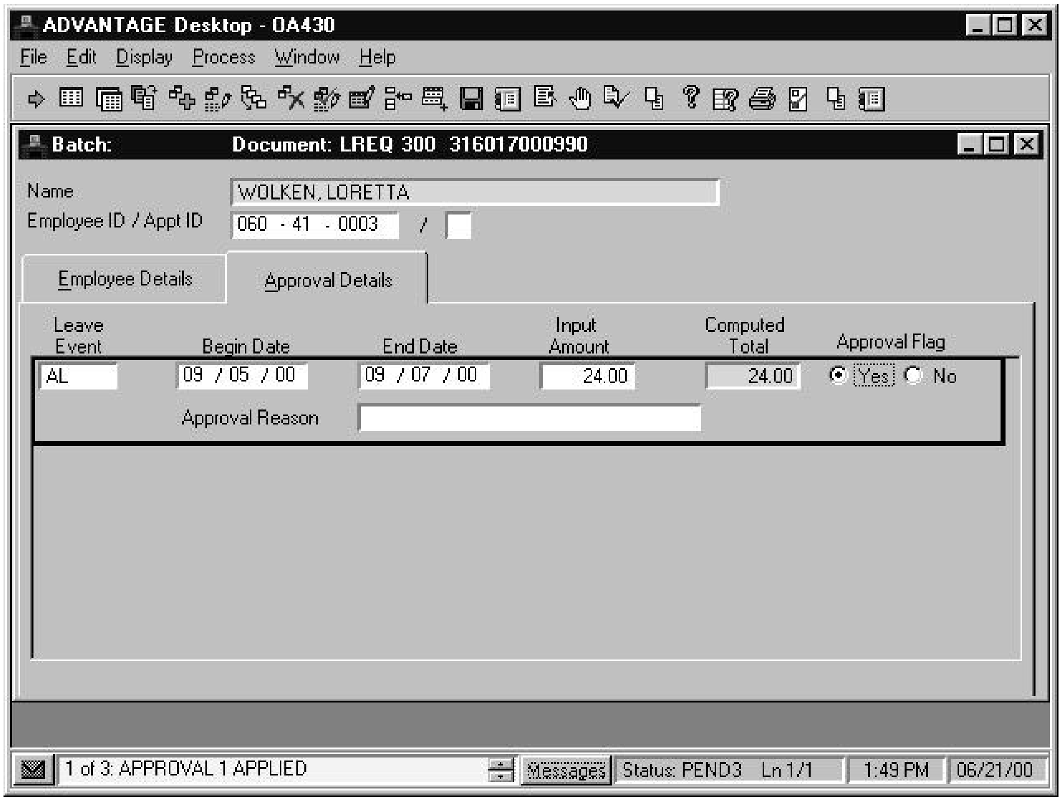
APPROVAL REASON - Optional. Enter the reason why approval for the leave request was or was not granted.

APPROVAL FLAG – Required. Select the *Yes* radio button if you wish to approve this leave request. Select the *No* radio button if you do not wish to approve this leave request. Default is *No*. Select **YES**.

NOTE: If an agency is going to use the LREQ to update the CITS or CREW you must check **YES** in the Approval Flag on the Approval Details panel of the LREQ.



EMPLOYEE LEAVE REQUEST (LREQ)



NOTES

EMPLOYEE LEAVE REQUEST (LREQ)

After completing the LREQ, it is time to edit the document. Remember that the Process: Edit step applies edits to verify the validity of the events and the employee's leave/pay policies. It also checks if the employee has sufficient leave balances to support the amounts specified.

Step 7 Select **Process: Edit.**

If the document is free of errors, a message will appear in the yellow message bar at the bottom of the document window telling you that approvals are ready to be applied. If the document contains errors, messages will appear specifying the errors. You would need to correct the errors and repeat Step 7.

Agency policy will determine the next step. One of two options are available for approval and processing of the LREQ document, and agency security and workflow rules will need to be adjusted accordingly to reflect the method used.

Method 1

In some agencies, the data entry user for the LREQ will also have the authority to approve the leave request. In these cases, the data entry user should update the Approval Flag as needed, and apply any approvals they are authorized for. If the user holds the final level of approval, they should also run the LREQ document. If the user does not hold the final level of approval, they should close the LREQ after applying their approval(s). Workflow will route the document to the final approver's worklist. This is the method we will use in Training.

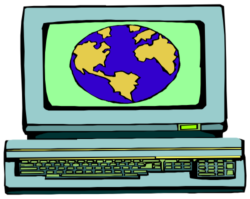
Step 8 Select **Process: Approve.**

Step 9 Close the LREQ window.

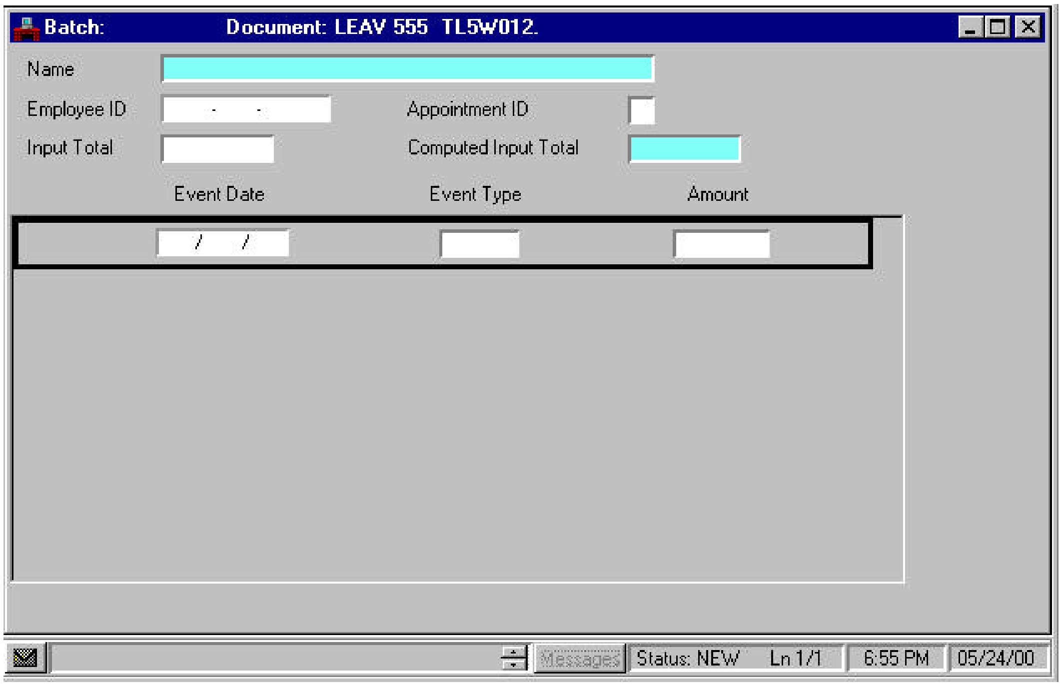
The document will move to the worklist of your supervisor to apply final approval to your leave request. In this class, the document is routed to the instructor's worklist.

Method 2

Other agencies will not grant the data entry user approval authority. In these cases, the data entry user should close the LREQ window after they have edited the document and it is free of errors. The document will route to appropriate supervisor in a PEND1 status. That person will update the Approvals Flag as needed, apply any authorized approvals, and run the document (if applicable).



LEAVE ACCRUAL (LEAV)



NOTES

LEAVE ACCRUAL (LEAV)

When a leave usage event is entered on a PPER rather than a CPER, there is a possibility that leave usage event may impact the accrual which occurred at the end of the respective current pay period.
For example:

- An employee takes 8 hours of leave without pay during a particular pay period, but that usage is not recorded on a CPER.
- Payroll runs and the SAM II HR/Payroll System applies full accrual for that pay period, because it does not know the employee should earn lesser accrual to account for the leave without pay hours.
- The 8 hours leave without pay usage is then recorded on a PPER. This 8 hours is deducted from the employee's pay retroactively.
- The employee received more leave accrual than appropriate for the last pay period but the system cannot retroactively deduct that accrual automatically. A manual adjustment will be necessary to reduce the accrual the employee received to account for the leave without pay.

In such circumstances where an employee's automatic leave accrual is not accurate after a PPER entry, the user must recalculate the accrual for that employee and make an adjusting entry to correct the accrual level.

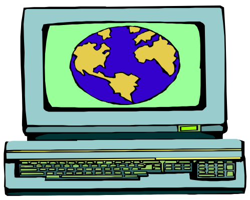
First, determine the employee’s standard pay period hours for their pay class (PYCL). Subtract the hours of leave without pay from that number to get the hours worked. For example, if the employee works full-time and their standard pay period hours is 86.667, subtract the 8 hours of leave without pay from that number. Then use the following formula to calculate their correct leave accrual:

Hours Worked	**/**	**Max Std. Leave Hours**	**=**	**% Representing accrual**	**x**	**Max Accrual Hours**	**=**	**% Representing Accrual**
78.667	/	80	=	.9833	x	5	=	4.9165 = 4 + 55 (.9165 x 60)
43	/	80	=	.5375	x	5	=	2.6875 = 2 + 41 (.6875 x 60)
80	/	80	=	1	x	5	=	5 = 5
40	/	80	=	.5	x	5	=	2.5 = 2 + 30 (.5 x 60)

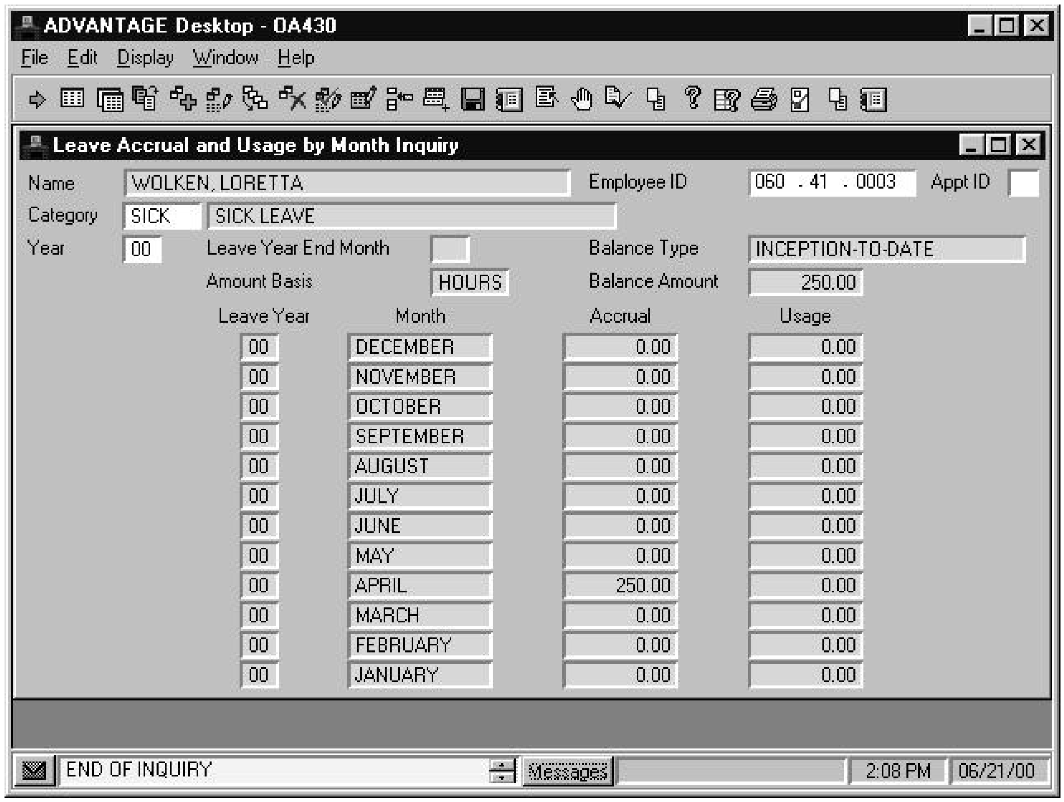
Take the whole number from '% Representing Accrual'. This is the hours accrued.

Take the rest of the % (numbers behind the decimal) x 60. This is the minutes accrued.

After correctly calculating the accrual amount, the employee will make an adjustment on the Leave Accrual (LEAV) document. The LEAV supports two types of entries: positive accruals (a manual entry made to grant employee additional leave accrual amount) and negative accruals (a manual entry made to retract leave accrual amount from an employee).



LEAVE ACCRUAL AND USAGE BY MONTH INQUIRY (QLAU)



NOTES

SCENARIO

In the previous pay period, an employee took 8 hours of leave without pay, but it was not recorded on the Current Period Timesheet (CPER). The timekeeper discovered the error and recorded the leave without pay event on the Prior Period Timesheet (PPER). However, the employee should not have received the entire 5 hours accrual for annual leave during that pay period. Likewise, he/she should not have received the entire 5 hours of sick leave. He/she should have only received 4 hours and 55 minutes for each type of leave. As a result, the leave accrual for this employee must be corrected.

Before correcting the employee's accrual, as a timekeeper, you will look at the Leave Accrual and Usage by Month (QLAU) window in the SAM II HR/Payroll System to see the employee's annual leave and sick leave balance. This should be done after payroll has been run.

The Leave Accrual and Usage by Month (QLAU) window provides detailed leave activity for each leave event within a specified leave category. This window displays a description of the leave category, the amount basis, the leave year end month, and a detailed activity for each leave event. This window also identifies the document on which the leave event was submitted and the date it was processed.

Step 1 To open QLAU from the SAM II Desktop Navigator window, click on the Go To icon. Type **QLAU** in the **CODE** column header and click on the **<OPEN>** button.

Step 2 Populate the following fields on QLAU.

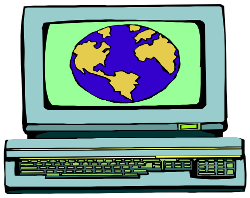
EMPLOYEE ID – SEE STUDENT CARD.

CATEGORY – Type **ANNUL** for annual leave and **SICK** for sick leave.

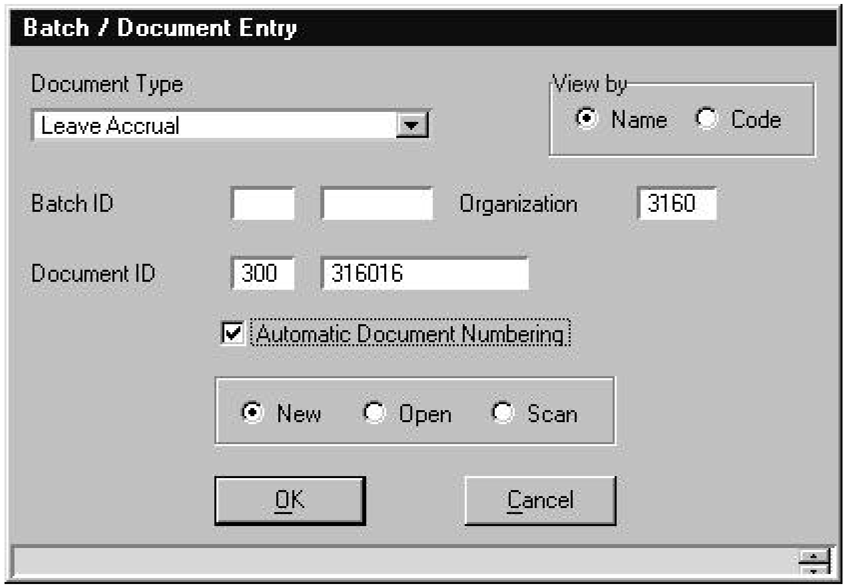
Select **Display: Browse Data**.

Step 3 Look at the employee's annual leave and sick leave balance.

> **NOTE:** The Leave Accrual and Usage by Month (QLAU) is discussed in detail in the "Inquiries" chapter. Please refer to this chapter for field descriptions of the QLAU.



LEAVE ACCRUAL (LEAV)



NOTES

LEAVE ACCRUAL (LEAV)

Once you have correctly calculated the accrual amount and are ready to actually enter the adjustments, you will open the Leave Accrual (LEAV) window.

Step 1 To open a LEAV from the SAM II Desktop Navigator window, click on the Go To icon. Type **LEAV** in the **CODE** column header and click on the **<OPEN>** button.

The Batch/Document Entry window appears with Leave Accrual selected in the Document Type field.

Step 2 Populate the following fields on the Batch/Document Entry window.

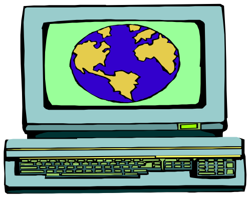
ORGANIZATION – SEE STUDENT CARD.

DOCUMENT ID – Enter the agency code and document number prefix. **SEE STUDENT CARD**.

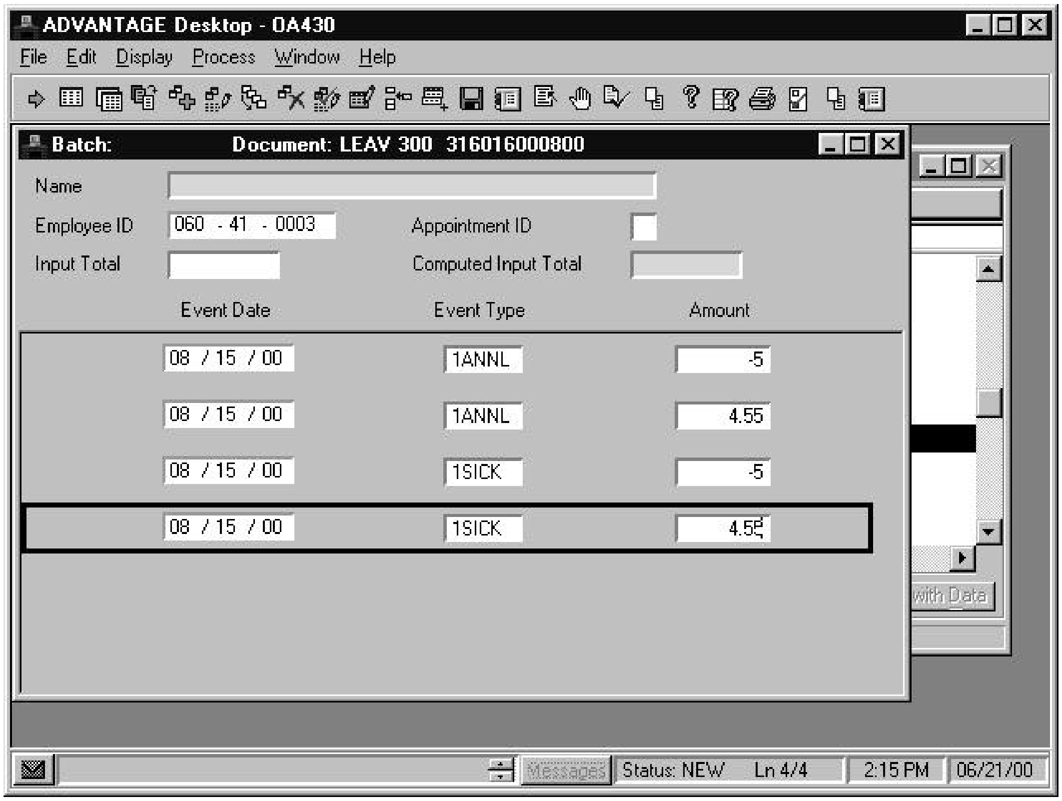
AUTOMATIC DOCUMENT NUMBERING – CHECK BOX.

Step 3 Click the **<OK>** button.

Once you select the OK button, a LEAV document will open.



LEAVE ACCRUAL (LEAV)



NOTES

LEAVE ACCRUAL (LEAV)

Step 4 Populate the fields on the header portion of the LEAV.

NAME - Inferred. The employee's full name (last name, first name and middle initial) is displayed

EMPLOYEE ID - Required. Enter the employee's Social Security number. **SEE STUDENT CARD**.

APPOINTMENT ID - Optional. If an employee holds more than one job, enter the appointment identification number to indicate which job is affected. Leave this field blank to indicate the employee's primary appointment.

INPUT TOTAL - Optional. The field is used to record the user's count of the total hours being entered on this LEAV. It is used for informational purpose only.

COMPUTED INPUT TOTAL - Inferred. This field is not used by the State of Missouri.

Step 5 Populate the fields on the lines of the LEAV.

EVENT DATE - Required. Enter the date the specified event occurred. **SEE STUDENT CARD** for the date used on all four lines.

EVENT TYPE - Required. Enter the leave accrual event. Valid values are located on the Event Type (EVNT) window.

NOTE: When entering a federal comp time accrual event (1FCOMP), enter only the hours worked, not the hours worked multiplied by time and one-half. The system will automatically calculate the correct number of hours.

Type **1ANNL** on the first line.

Type **1ANNL** on the second line.

Type **1SICK** on the third line.

Type **1SICK** on the fourth line.

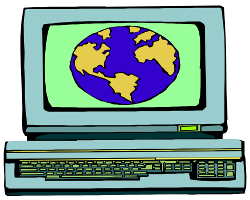
AMOUNT - Required. Enter the hours, days or weeks of leave awarded to this employee to be accrued. Amounts are in hours and minutes. For example, 4.15 represents 4 hours and 15 minutes.

Type **–5** on the first line.

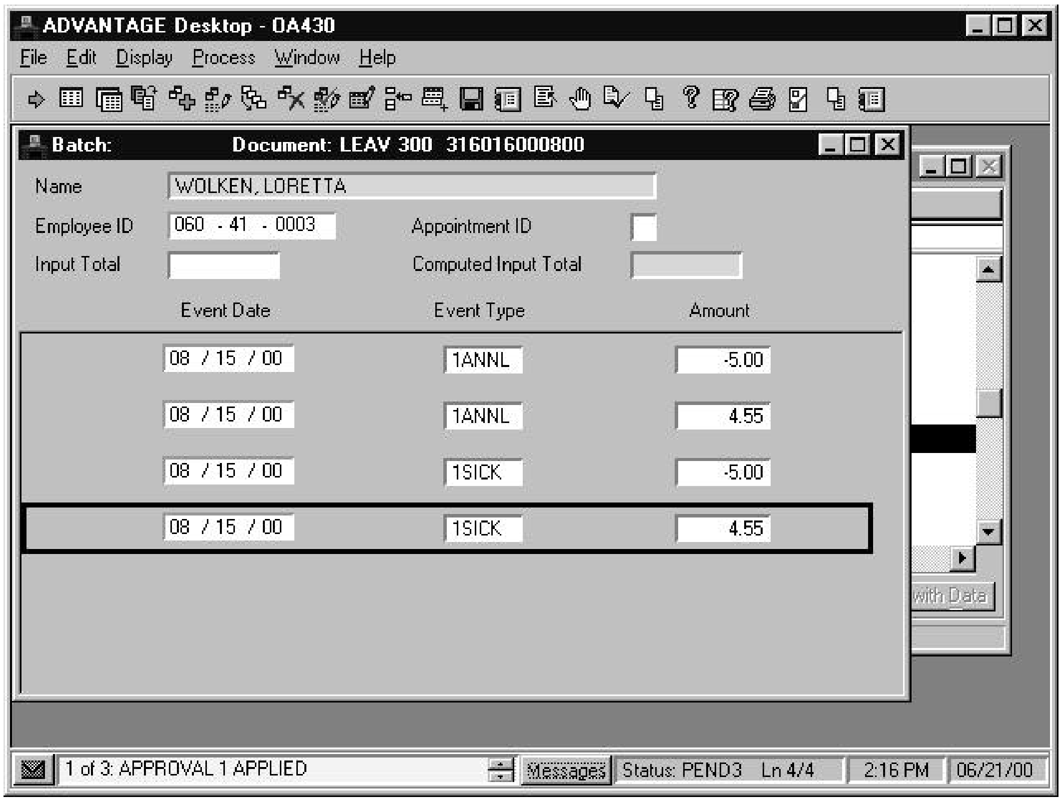
Type **4.55** on the second line.

Type **–5** on the third line.

Type **4.55** on the fourth line.



LEAVE ACCRUAL (LEAV)



NOTES

LEAVE ACCRUAL (LEAV)

You have completed entering an employee's time and/or leave on a LEAV and it is time to process and approve the document. Remember that the Process: Edit step applies edits to the timesheet information to verify the validity of the events and the employee's leave/pay policies. It also checks if the employee has sufficient leave balances to support the amounts specified. After a document is free of errors, the necessary levels of approval are applied. Your ability to apply approvals is determined by the security profile that you have been assigned. Also, remember that items will enter and leave your worklists based on what stage of the process that the document is in, what your security profile allows you to do, and your agency's workflow rules.

Now let's complete the processing of the LEAV you created.

Step 1 Select **Process: Edit.**

If the document is free of errors, a message will appear in the yellow message bar at the bottom of the document window telling you that approvals are ready to be applied. If the document contains errors, messages will appear specifying the errors. You would need to correct the errors and repeat Step 1.

Step 2 Select **Process: Approve.**

The document will move to other worklists based upon the levels of approval that need to be applied and what your security profile permits.

Step 3 Close the document.

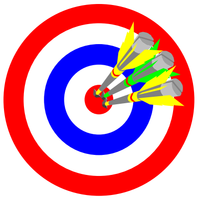
For training purposes, you will stop at this point. In this class, the document is routed to the instructor's worklist. The instructor will complete the next step. However, in the "real world", the final approver will perform the following steps.

Step 4 Select **Process: Approve**. The document is now ready to be run.

Step 5 Select **Process: Run**.

After the document has been run, its status changes to "Accepted". The document will remain on the Document Listing (SUSF) table for a period of time. During this time period, accepted documents can be reviewed, but not changed.

> **NOTE:** Once your LEAV document is run by the instructor, you can look at the QLAU to see the changes in the annual leave and sick leave balance.



TESTING YOUR KNOWLEDGE

1. What can you enter on a LEAV document?

2. The LREQ is used for ________________________________.

3. How would you adjust an excess of 2 hours and 15 minutes of incorrectly entered accrued leave for an individual?

EXERCISE

An exception paid employee has taken 16 hours of leave without pay (8 hours each day). The hours were not entered on a current period timesheet, but instead were entered later on a PPER. However, this employee was credited with full leave accrual (5 hours) for annual and sick leave for that pay period. As timekeeper, you will need to figure the actual hours that the employee should have accrued and make the correction on a LEAV.

First, subtract 16 hours of leave without pay from 86.6667.

Then use the following formula to calculate the correct leave accrual:

> Hours Worked/Max Standard Hours = % Representing Accrual x Max Accrual Hours = % Representing Accrual
>
> Take the whole number from '% Representing Accrual'. This is the hours accrued.
>
> Take the rest of the % (numbers behind the decimal) x 60. This is the minutes accrued.

Information such as Agency, Organization, Document Number Prefix, Employee ID, and Dates will be given to you on your student card.

Remember! As a timekeeper, you should look at the Leave Accrual and Usage by Month (QLAU) in the system to check the leave balance.

NOTES